

POSITION GUIDE
NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA:

TITLE: Assistant Hotel Manager

PAY PLAN/SERIES/LEVEL - NF-1173-3

MAJOR DUTY DESCRIPTION:

Serves as an assistant to the hotel manager with responsibility for a lodging property having 100 to 600 rooms, or for consolidated site of maximum 199 rooms. Assists with the management of the hotel by meeting or exceeding planned objectives and executing planning functions that meet guest expectations through high quality standards. Manages in accordance with supervisory directives, Army Lodging Standards, and other regulatory guidance to include those regarding internal controls. Assist with the management of maintenance and operating costs to determine the most efficient and economical procedures possible. Establishes operational policy in all areas of the facility. Effects changes in policies and procedures, and provides guidance, direction and control of hotel operations to achieve program objectives. Assists with the development and execution of the five-year capital expenditure budget, and annual operating budget as a function of requirements balanced against available cash flows.

Supervises assigned staff.

QUALIFICATION REQUIREMENTS:

Must have progressive work experience that demonstrates the ability and skill to perform the duties described above to include supervisory, business or hotel management work experience. Documented experience must have been equivalent in complexity and difficulty to the next lower grade/level. Must have excellent organizational skills; be highly skilled in written and verbal communication. Must be proficient in Microsoft Windows, Word, Excel, and other software as required.

Preferred are those candidates who possess a two-year hospitality related associates degree and work experience in the field of hospitality management or

two years of supervisory experience in hotel management or one year of supervisory experience in hotel management and one of the following:

1. Certification as a departmental manager, i.e., CHS (Certified Hospitality Supervisor, CHS, Certified Rooms Division Executive, CRDE, or Certified Lodging Manager).
2. Completion of two of the Army Lodging professional development management courses.

A National Agency Check is required.